



JOB OPPORTUNITY

Date of Posting: May 31, 2016

The Local Government Academy is in need of a **Project Assistant (1)** to be assigned at the Research and Policy Development Division.

SCOPE OF WORK:

Under the overall supervision of the RPDD Chief and under the direct supervision of the Information Management Section (IMS) Chief, the main responsibility of the successful candidate is to provide support to the IMS in ensuring the smooth flow of information from data source to end users.

SPECIFIC FUNCTIONS AND DUTIES:

- Develop content of information, education and communication (IEC) materials for publication (print, social media account and website)
- Manage social media account and website content
- Develop and implement publication, social media account and website promotion plan
- Provide technical assistance to other units in developing IEC materials
- Edit and proofread IEC materials for publication
- Assist in the design and implementation of knowledge dissemination activities such as exhibits and forum
- Assist in the development of knowledge and learning resource materials

Outputs:

- News/feature write-ups for publication on the e-newsletter, Facebook account and website
- Brochure and other print materials
- Communication Plan
- Social Media Calendar
- Activity Design



GO FOR GOLD!!! The resonating rally call of the country's premiere local governance training institution on the eve of its 25th anniversary. The year-long celebration, focused primarily on *corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater results*, will showcase different national and sub-national activities referenced to a variety of monthly themes until August 2013.

ABOUT THE LOGO: The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional pack of local governance capacity builders. With the transition of the silver hued icon to a golden fascia, it reflects the Academy's strive for uncompromised excellence in continuously delivering its share in national progress. The intertwined green-hued numeral 25 signifies the Academy's stronger undertaking, to go green and steer proactive local governance for sustainable development in its passage towards another 25 years and even beyond!

ESSENTIAL KNOWLEDGE AND SKILLS:

- Excellent writing skills
- Basic design fundamentals and familiarity with online publishing software is an advantage
- Capability to work in a team environment
- Effective communication skills both verbally and in writing with work superiors and colleagues
- Strong research and analytical skills

PERSONAL QUALITIES:

- Capable of working well under pressure
- Enthusiasm to be continually learning, keeping up to date knowledge on writing and desktop publishing
- Resourceful, innovative, and pro-active
- Capable of making informed decisions
- Flexible and adaptable to organizational structure and culture

INPUTS TO QUALIFICATION GUIDES:

- Adequate training and education preferably with a degree in Mass Communication, Journalism or Development Communication

ENGAGEMENT OF SERVICES:

The Project Assistant shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.

The engagement of the Project Assistant is full-time with a monthly salary of **Twenty Thousand Pesos (P20,000.00)** inclusive of tax to be paid bi-monthly.

Interested Applicants may visit or send application forms and required credentials to:

MARIVEL C. SACENDONCILLO, CESO III

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

Ms. DONNA JEANNE M. YARCIA

Administrative Officer V (HRMOIII)

Email: lgahrmu@gmail.com/donnajeanne_yarcia@yahoo.com

Application Requirements:

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: June 10, 2016


Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Approved for posting:



GENEDINE A. EVANGELISTA
Chief Administrative Officer